

App. F. IX-4

Previous References

193/ .
(Medical)

File No. 93-31

Serial Nos. 1-2

Later References

Med 172-3285 1-2

Pts 63-3085 1-24

Med 50-3385 1,3.

" 94-3385 1-5

General and Revenue Secretariat.

" 20-3485 5-6

" 20-3485 1-2

Med 231-3585 1-2

" 166-3685 1-2

" 16-38, " 40, 48

Serial Nos. 2

Part B for Jan 32

SUBJECT.

Standardisation of forms for use in the
Medical Department.

2/2.

To

G. 6045-68 26.1.32

The Senior Surgeon

The Supt. Govt. Stationing

Approves the recommendation of the senior surgeon
in regard to standardisation of forms for use in
the Medical Department.

MK.
26/1/32

Serial
No.

From the Senior Surgeon
Letter No C 181-18 dated 11-11-1931
Forwards the report of the Committee
appointed to consider the question of
standardisation of forms for use in the
Imperial Medical Dept.

GENERAL SECRETARY
9 DEC. 1931
No. 11130

To the S + S Section for kind consideration
the reference file S + S 63-10 at 12.15.31

ms p S. Secy

18.11.31

The file has been
for a while
it is disposed
shortly to be sent

Solved with a draft ^{Genl}
order approving of the Senior Surgeon's
recommendation

18.11.31

Genl: Secy)

AS. Please bring up
with the forms
15/12/31

may be
of 1/4 worked up
without reference
it refers to the
standard forms
of all sept.
Self press countries
ms report
med

Recd 16/12/31
Forms retained in
the Office, also
subd herewith.
16.12.31

The forms which are proposed
be retained and those proposed for deletion
are separated and both subd in two
files, as indicated.

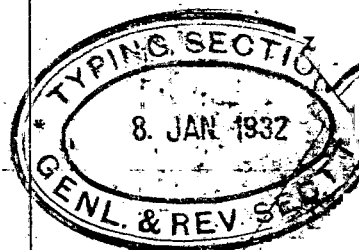
Draft for consideration.

Genl Secy)

GENERAL SECRETARY
6 JAN. 1932
No. 4763

NOTE—Contn. Sheet.

Phase I

Re
7/7/32A (12)
Re
7/1/32Issue at
7/1/32

No. G. 6045-6

Df. 26/1/32

2

To The Senior Surgeon in Mysore

Superintendent, Govt. Stationery.

Approves the recommendation of the
Senior Surgeon in regard to standardisa-
tion of forms for use in the med. Dept.

at 13

27/1/32

A circular stamp from the General and Revenue Secretariat. The text "GENERAL & REVENUE SECRETARIAT" is curved along the top inner edge. In the center, the date "29" is stamped.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE
MEDICAL DEPARTMENT

Office of the Senior Surgeon in Mysore,

Bangalore, dated the 11/11/1931

No.

C 181-18

Enc.

1 bundle of revised sample forms.
1 statement
4 new forms and duplicate
Telegrams: 1 copy of letter.

Telegrams:

Senior Surgeon.

Telephone:—

No. 215

GENERAL SECRETARY

From 12 NOV 1931

No. S. SUBBA RAO, Esq., B. A., M. B. C. M., M. R. C. S., (Eng.) L. R. C. P., D. P. H.,

Senior Surgeon with the Government of
His Highness the Maharaja of Mysore.

To

The General Secretary
to the Government of His Highness
the Maharaja of Mysore, Bangalore.

Dbusy
02/12/31

SIR,

In continuation of this office No.C.181 -10, dated 10th April 1931, and with reference to correspondence ending with your letter No. G.12710/P. & S., 63-30-15, dated 30th June 1931, I have the honour to state that a Committee to consider the question of standardisation of forms having been already constituted, they were asked to send in their recommendations early without reference to Madras Forms. The Committee sent in their preliminary report on 8th June 1931 (vide copy of letter No. 992 dated 8th June 1931 enclosed). The Medical Officers of Institutions and Maternities referred to in the above letter were also consulted with reference to the several suggestions of the Committee and the ~~subject~~ slight changes proposed have been accepted by them with minor modifications (Vide case sheets of Sanatorium). A new form of Anti-Natal Clinic received from the Lady Medical Officer, Vani Vilas Hospital with her letter dated 25th October 31 is also enclosed. The Committee have recommended the introduction of 4 new forms for Ophthalmic Sections. etc. including one representing the confidential report on the work of the Medical Officers, (vide copy of letter No. 70 dated 10th August 1931 enclosed).

These may be approved

The new forms may be introduced as soon as the stock of the existing forms is exhausted.

I have the honour to be,
Sir,
Your most obedient servant,
S. Subba Rao
Senior Surgeon.

Letter No. 70 dated 10th August 1931, from the Superintendent,
Minto Ophthalmic Hospital, Bangalore, to the Senior Surgeon.

In continuation of this office No.C.992. dated ~~8th~~ 9th June
1931, I have the honour to state that the Committee met on the 4th
Instant, to consider if any special forms are worth introducing
as new forms in addition to the ones already recommended in the
reference quoted above and came to the conclusion that 4 forms en-
closed herewith, may be recommended to be introduced hereafter.

Form No.1 is in respect of the Confidential Report on the work
of Gazetted Officers in the Department as per latest orders of
Government.

Form Nos. 2 and 3 are instructive and are being used in the
Minto Ophthalmic Hospital in manuscript registers) ever since its
infancy and these forms have been recommended to be used by any
institution that is keen on this part of the statistics..

Form No. 4 is the case sheet form in respect of eye diseases
and is recommended to be introduced in all Ophthalmic Sections
in any institution in the State..

There are no new forms required for the Victoria
and Mental Hospitals.

"Copies."

S. Subbarao
Senior Surgeon.

Letter No. 992 dated 20th 8th June 1931 from the President
Forms Revision Committee (Superintendent, Minto Ophthalmic Hospital,
Bangalore to the Senior Surgeon in Mysore.

With reference to your No.C.181-8, dated 10th April 1931
appointing a Committee to revise the forms of the Medical Department, I have the honour to inform that the Committee held 10
meetings (each meeting lasting about two hours) and have made the
recommendations regarding deletion, substitution or change regarding
all the forms referred to in your letter, as well as regarding a number
of other forms of some institutions which had not been included
in your list. The suggestions have all been noted in the accompanying
statements to which is attached a file of the concerned forms
with the suggested changes made so as to be convenient for printing.

We understand that besides all these forms, there are still some
others which have not been brought on the list and of these, those
that belong to the Minto, Victoria and Mental Hospitals will be
searched and considered and a supplementary report submitted to
you in a few days.

We suggest that concerned portions of our suggestions may
be sent to Krishnarajendra, Vani Vilas and Maternity Hospitals,
sanatorium, and any other institutions with a request to them (1) to
scrutinise if there are still other forms which are not yet considered
and if so to send them for consideration, and (2) to ask if
present suggested changes meet with their approval with any further
suggestions if they have.

After receipt of these further forms and replies, final recommendation
to Government may be made.

The file of forms (cost, etc), will be submitted by the
Superintendent, Medical Stores.

No. of Form.	Name of Form	Retained or not.	Any Changes
52.	Half yearly return of Medical Officers and Subordinates.	Retained	Top to be written "Half Yearly" instead of "Monthly", and the same correction in the same line and to add "ending" after "Half Year" corrected in the second place. Top - "Hospital" to be written under "District" in col. 11 "S" to be added between "a" and "s" Bottom - "Signature" to be scored off and "Medical Officer" is to be written.
53.	Monthly return of Midwives	Retained	No changes
54.	Annual return of Midwives	Retained	In column of "natural" spelling is corrected i.e "l" is added in column 17 "European" to be written as "European & Anglo-Indian" and the next column is to be omitted.
55.	Reward Bill of Midwives	Retained	Bottom - "Deputy Commissioner" to be scored off and "President" to be written and next line "Board" to be added after "District" and next 2 lines Senior Surgeon etc., to be omitted. Bottom - "Medical Officer" to be written in place of "Hospital Assistant"
56.	Abstract Return of Sick	Retained	Top first line "Local Fund" to be omitted and "L. F." to be added between "Hospital or" and "Dispensary" and the figure 2 is to be altered as 3 in the same line. In column "Expenditure" & "Amount" to be omitted and in column "Surgical Operations" Major & Minor to be omitted and bottom last three lines to be scored off and bottom "Medical Officer" is to be written instead of "Medical Sub-ordinate in charge. Over leaf - "L. F." to be added in top 2nd line behind "Dispensary" and in the 7th line and also in the end right side "Local Fund" is to be omitted in the first line and in the end of the right side and "Medical Officer" is to be written in bottom and the "Medical Subordinate in charge" is to be scored off. If possible contents of back page may be put in front page.
57.	Brief Report Forms.	Retained	Item 4 "Number of Cholera Cases" is to be scored off completely "Medical Officer" to be inserted at the bottom of the page
~~58.~~	~~Perishable Indent Forms~~	~~Deleted~~	~~Found not necessary and the Indent Form may be used instead.~~

Name of form	Retained or not.	Any Changes
Concise Report forms	Retained	A seperate column is to be made as "caste and place of birth" and in the 3rd column "or description" is to be scored off and in the 2nd column "Passes Sub Assistant Surgeon" is to be written and the rest is to be scored off/till 5th line & 3rd class" to be omitted and "Senior Grade Sub Assistant Surgeon" is to be written and in the 3rd column "Period in the Medical College" to be scored off and "Years & Months" written in that place, and to omit the "Years & Months" written below. In column 6 "Special Professional attainments, if any, while at Medical School" is to be written and the whole thing written in that column is to be omitted In bottom "Medical Officer" is to be written and "Surgeon" to be scored off.
Register of Contingent Charges to be used only in L. F. Dispensaries.	Retained	No changes except a few verbal marked
Annual Return Forms A, B, C i, C ii, D i, D ii, E, F, G, H ~~and I.~~	~~All to be~~ Retained except statement J which is to be deleted.	Statement A. In column 1 (b) "Mental Hospital, Leper Hospital and Epidemic" is to be written instead of "Lunatic & Leper Asylum and Infectious" "Military" is to be written in place of "Sowar" "Sivasamudram, Marikanave, Soldevanhalli" is to be omitted and in No. V in the Barr column "s" to be written instead of "r" Statement B. First line end figure 2 to be replaced by 3 Statement Ci Column 7. page 2 "(Kala) Azar" to be replaced by Ankylo Stomiasis Statement Cii Column 7 Kala Azar to be replaced by Ankylo & Stomiasis & Column 35 Appendicitis spelling to be corrected. Statement Di Page 3 Col 9 Kala Azar to be replaced by Ankylo Stomiasis. Statement E. Page 7 col 60 & 61 Major, Minor, Total Treated details to be scored off Statement F. Top 2nd line figure 2 to be replaced by 3 Col 3. (Euroepans) and Anglo Indians to be add-ed

No. of Form.	Name of Form	Retained or not.	Any Changes
62.	~~Appendix IX~~	~~Deleted ✓~~	
	Appendix X	Retained	Bottom - "Medical Officer" is to be written and the "President" etc., is to be scored off
	~~Appendix XI~~	~~Deleted ✓~~	
	~~Appendix XII~~	~~Deleted ✓~~	
	Appendix XIII	Retained	Top first line "District" to be written under "Municipal" and "The several Municipalities" to be scored off in the first line Col. 5 Total to be omitted Midwife to be written Col. 6 "Or women" to be added Col. 7 "Ward Man" etc., to be scored off and "Dispensary Attendant" to be written. Columns 8 and 9 to be omitted. <i>col 2 the whole thing is to be scored off.</i>
	Appendix XIV	Retained	1st line "District Board" to be written under "Municipal Funds" and in Column 17 "Anglo Indians" to be added.
64	Diet Sheet of Inpatients	Retained	
65	Out Patient Tickets	Retained	As per alterations and to be used in all institutions and for all sections of work.
66	Inspection Report Form "A"	Retained	1st page Col. 6. 2nd line "permit" to be omitted. Page 8 Column 78, 1 & 2 to be scored-off
67	Inspection Report Form "B"	Retained	No changes
68	Post Mortem Report Forms	Retained	No changes Picture page to be added
~~69~~	~~Address slip of covers~~	~~Deleted ✓~~	
70	Attendance Register	Retained	No changes

No. of Form.	Name of form	Retained or not.	Any Changes
71.	Physical Fitness certificate book	Retained	in Column 2 "within one week prior to the date of this certificate" is to be added after "vaccinated" and "since he attained etc.," to be omitted. Name to be changed to Physical Fitness Certificate.
72.	Medical Certificate of Invalids	Retained	No changes
73.	Police Certificate books in ~~XXXXXX~~ ~~XXXXX~~ Criminal cases	~~XXXXXX~~ ~~Deleted~~ * <i>Revised</i>	A new form as per sample to be got printed in books ?
~~74.~~	~~Inpatients admission register~~	~~Deleted~~	
75.	Out Patient Registers pages ruled	Retained	Omit fees and remarks columns. Widen yearly and Daily number columns
~~76.~~	~~Memo Books~~	~~Deleted~~	
77.	Indent Books on contractor	Retained	No changes
78.	Receipt Book -do-	Retained	No changes
79.	Acquittance Roll Book of L.F. Dispensaries	Retained	No changes
80.	Acquittance Roll Book of big Hospitals & Medical institutions.	Retained	No changes
81.	Prescription Books Cut	Retained	No changes
82.	Prescription Books Uncut	Retained	No changes
83.	Annual Medical Indent books Part I for Europe Medicines and Instruments	Retained	1st page in Col (B) to be omitted and C to be made as B. Page 13 Nos. 31 & 49 to be scored off. No. 41 Chamberlains, the spelling is corrected. Page 14 No. 60 to be omitted. Page 15 Nos. 72 73 and 81 to be omitted. Page 17 Nos. 1 & 2 to be scored off & also No. 5 to be scored off. In No. 4 Squire's Companion to be added.

No. of Form.	Name of Form	Retained or not.	Any Changes
84.	Annual Medical Indent Book Part II for Country Medicines & Stationery Articles etc.,	Retained	1st page "charges" to be added "Transit" and "Ts". Page 3 Top Second line Average Daily Sick ^{O.P} ^{I.P} To be written in column 14. Aqua Phychosis, bottle to be added in page 5. No. 3 "Brass or Iron" to be added. In columns 15 to 23rd No. to be written in the end. In page 6 "Ink and Pencil Eraser I.R." to be written instead of "I.R.Pieces". In page 7 Columns 42 & 45 "No!" to be written. In page 8 "Tape Measure and Irrigator Zinc" to be written after 57th column.
85.	Extra Indent Forms	Retained	Top- Mysore Medical Department to be written. First line - The undermentioned to be omitted. "During the year" to be added in the 2nd line and figure 2 to be altered as 3. 1st column of printed annual indent to be omitted. 2nd Column the spelling of medicines to be written correctly and in Column 3 "Remaining on hand" instead of "Remained on"
86.	Yearly Return of Surgical Instruments "		No changes
87.	Leave certificate books of 100 pages each	Retained	Mysore Medical Department is to be inserted at the top and Hospital Bangalore to be scored off and 2 lines ~~XXXXXXXXXX~~ to be drawn below that and in the end of 2nd line figure 193 to be inserted. "No." to be inserted in the top left side and the "No." after leave certificate to be omitted. "Surgeon" to be replaced by "Medical Officer" in the bottom.
88.	Duty Roster of 1 quire each	Retained	To be reduced to the Foolscap size . Spaces of columns to be narrowed slightly and the columns Nos 2 (name) and last (remarks) to be proportionately narrowed. To be well bound. To be in 1 quire capacity.
89.	Poor Fund account of 2 Qrs each	Retained	Top - First line "Minto Ophthalmic" to be scored off and in Column 7 (Superintendent) to be replaced by "Medical Officer"

No. of form.	Name of form.	Retained or not.	Any changes.
90.	Stock book of 3 quires each	Retained	"Mysore Medical Department" to be inserted in the top "Victoria Hospital Bangalore" is to be omitted. Columns 3, 4, and 5 to be unruled and column 6 "Signature" to be replaced by "Cost" and under that Rs. As. P (3 columns to be inserted and ruled) Last column 'signature' to be inserted.
91.	Daily Statistics of Out Patients treated (of 24 pages each)	Retained	Top- V.H. to be omitted. Column 3 (Europeans) and Anglo-Indians to be inserted and the next column to be scored off and in Column 9 (Operations) Major & Minor to be omitted.
92.	Case Sheets Surgical	Retained	Mysore Medical Department to be inserted in the top. and Victoria Hospital to be scored off. <i>To be used in all institutions.</i>
93.	Case Sheets Medical	Retained	Same as above
~~94.~~	~~Diet Sheets Special~~	~~Deleted~~	
95.	Special Temperature Charts	Retained	Top - "Victoria Bangalore Special" to be omitted. V.H. to be omitted and top line 2 & 3 address and case book no. to be scored off & also occupation to be scored off and column "Day of month, Day of Disease time" to be completely omitted till "Abnormalities". Left column "Abnormalities" to be replaced by "Microscopic Examination" and "remarks" to be replaced by "Albumin Sugar & Blood Tests & Sputum" two columns to be inserted.
96.	Bed Side Report Forms	Retained	Column 3 "Pulse" spelling to be corrected and top "Day Night" (one side 'day' to be scored off and the other side 'Night' to be scored off).
97.	Register of Valuable property lodged by patients	Retained	"Minto Ophthalmic" to be omitted "Patient" in column
98.	Census Sheets	Retained	Top- "Victoria Bangalore" to be scored off and in 1st column "Name of Ward" to be inserted and the space to be blank scoring off all particulars contained therein and the figures 2 in top and bottom to be replaced by 3 & the "Sub Assistant Surgeon on Duty" in bottom to be replaced by "Medical Officer on duty" & 2 lines in centre to be omitted

No. of Form.	Name of Form.	Retained or not.	Any changes
99.	Morning Report Forms	Retained	Top- "V.H. & Victoria Bangalore" to be scored off and "submitted to the Medical Officer" to be inserted in top line 3. (From) to line 5 up to that to be scored off and in Column 5 "and Servants" to be added between "Nurses" and "were". Col. 9 & 12 to be scored off. Bottom- "I have etc.," to be completely omitted and "Medical Officer" to be inserted. In overleaf col. 2, 4 & 6 (Natives) to be replaced by "Indians"
100.	Inpatient Nominal Registers of 2 quires each	Retained	Column 4 "Permanent" to be added and columns 5, 6, 7 & 8 to be replaced by "Local Address" "Caste" "Age" and "Sex" respectively. Column 14 to be scored off and column 16 (page of Journal to be omitted) <i>Income col to be introduced.</i>
101.	Discharge Certificate Book of 100 pages each	Retained	"Admission" to be inserted above "Discharge" and a line to be drawn and "is under treatment" to be inserted in line 4 and "has this day been " to be replaced by "was" and "on" to be added to "discharge". Bottom- "Surgeon in charge" to be replaced by "Medical Officer".
~~102.~~	~~Admission Certificate Book~~	~~Deleted~~	
103.	Register of expenditure of perishable articles	Retained	Top - "Victoria ^{Bangalore} Hospital" to be scored off. In ~~XXXXXX~~ 2 ~~(XXXXXXXXXX)XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ figure 2 to be altered as 3
104.	Major Operation Register of 3 quires each	Retained	Top - "Victoria" & "Bangalore" to be omitted and 2nd line "Major" to be omitted.
~~105.~~	~~Minor Operation Register~~	~~Deleted~~	
106.	Cash Register of 2 quires each	Retained <i>for use in all institutions.</i>	Top- "Victoria Hospital" is to be scored off. In column 2 (Particulars) Balance, Receipt, Total and Payments to be inserted respectively. Column 4 "Hospital Necessaries" to be replaced by "O.P. Miscellaneous Collections" and "Country Medicines" to be replaced as "Linen" & "Europe Medicines" to be replaced as "Imprest" and column "Total" to be replaced by "Instruments" and next column "Daily Total" and last but one column "Amount" to be omitted. Last column of the Resident Medical Officer" is to be scored off.

No. of Form.	Name of Form.	Retained or not.	Any Changes
107.	Covering letter to Senior Surgeon reporting the relief of Sub Asst Surgeons.	Deleted	
108.	Requisition to Railway Authorities to issue tickets to patients for Antirabic treatment of 10 pages	Retained	Top - "Madras & Southern Mahratta Railway Company" to be replaced by "Mysore and M. S. M. Ry., Co., Ltd.," (on both counterfoil and original) and in counterfoil (bottom) "Coonoor" to be omitted (Original) "Coonoor Via" to be omitted and next line "to the Pasteur Institute Coonoor" to be replaced by "for antirabic treatment".
109.	~~Diet Register of Inpatients~~	Deleted	~~New form will be suggested.~~ ?
110.	Register of Extras	Retained	No changes
111.	Daily Statistics of ~~XXXXXXX~~ inpatients	Retained	(Top) "V.H." to be scored off. ~~XXXXXXXXXXXXXXXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXX~~ In Column 2 (Europeans) & Anglo Indians to be added and next column "Eurasians" to be omitted.
112.	Statistics of Diseases of inpatients	Retained	(Top) V.H. to be scored off. line 1 "the month of" to be added after the word "for" and the figure 193 to be inserted in the end of the same line and Column 5 Kala Azar to be replaced by Ankylo Stomiasis
113.	~~Return of Cancer Cases~~	Deleted	
114.	Linen Books	Retained	(Top) Mysore Medical Department to be inserted and V. H. & Victoria Bangalore to be scored off and in column 20 "Gingam" to be omitted and next Column to be omitted. Column (25) Blue and next column to be omitted. Column (30) Drill and next col to be omitted. Column "Do Dinner" to be replaced by "Servitts" Column (36) Bleached and next 2 columns to be omitted. Columns 54, 56, 58 & 59 to be scored off. Column 55 "Check Boys" to be omitted. Column (57) Do to be replaced by "Coats" and Trousers to be inserted in the next column. "Coats Surgeons" to be inserted in the last column. * Col 43, 44, 45, 46 to be omitted. Col 51 "no Europeans" to be replaced by 'face' & the next col to be omitted.
115.	Indent book for antirabic vaccine	Retained.	No changes.

No. of Form.	Name of form	Retained or not.	Any changes
~~116.~~	~~Register of fees collected from out patients~~	~~Deleted~~	~~Not necessary~~
117.	Register of fees collected from inpatients and Xray Photo charges	Retained	Initials of Officers to be added
118.	Register of maintenance charges paid to indigent persons undergoing Antirabic treatment	Retained	No changes
~~119.~~	~~Daily register of fees collected from Out Patients~~	~~Deleted~~	~~Replaced by form No. <i>45A</i> of Minto Ophthalmic Hospital~~
~~120.~~	~~Circulation of Journals~~	~~Deleted~~	~~May be maintained in manuscript~~
121.	Statistics of Diseases of outpatients	Retained	Column 2 (Total) treated, spelling to be corrected Column 9 (Europeans) & Anglo Indians to be added and next Col. "Eurasians" to be omitted and last but one column (Operations) Major & Minor to be omitted. "Medical Officer in charge" is to be inserted in the bottom.
~~122.~~	~~Breakage Book of furniture~~	~~Deleted~~	
123.	Labels of mixture bottles of inpatients	Retained	Top - "Victoria Bangalore" to be omitted
~~124.~~	~~Grass Bill forms~~	~~Deleted~~	~~Not in existence~~
~~125.~~	~~Ingredient Sheets~~	~~Deleted~~	
~~126.~~	~~Statement of Diet issued to European Patients~~	~~Deleted~~	~~Not in existence~~
127.	Visitors Pass	Retained	Top - "Visitors Pass" is to be inserted & V.H. to be omitted and 2nd Para "Victoria & Bangalore" to be omitted & para 3 (staywith) a line to be drawn under "and bring food for" to be inserted.
~~128.~~	~~Diet Roll "A" Europeans~~	~~Deleted~~	~~Not in existence~~

No. of form.	Name of form	Retained or not.	Any changes
~~129.~~	~~Diet Roll "B" Natives~~	~~Deleted~~	
~~130.~~	~~Diet Scale of Europeans~~	~~Deleted~~	
~~131.~~	~~Application for appointment of Nurses~~		To be considered by the Senior Surgeon ~~Present one to be deleted.~~
~~132.~~	~~Application for appointment of Nurses probation~~		To be considered by the Senior Surgeon ~~Present one to be deleted~~
~~133.~~	~~Milk Distribution List~~	~~Deleted~~	~~Not in existence~~
<u>KRISHNARAJENDRA HOSPITAL</u>			
~~134.~~	~~Ophthalmic Out Patient Ticket~~	~~Deleted~~	~~General Out Patient Ticket form may be used with a coloured heading.~~
135.	Examination sheet of E. N. T. Department	Retained	For use of In patient's and Special Out Patient's in all Hospitals for E. N. T. Cases
~~136.~~	~~Case sheet~~	~~Deleted~~	~~To be replaced by form No. 92 & 93~~
~~137.~~	~~Special Temperature Charts~~	~~Deleted~~	~~To be replaced by form No. 95~~
~~138.~~	~~Out Patient Ticket General~~	~~Deleted~~	~~To be replaced by form No. 65~~
XXXX Extra	Diet register of inpatients	Deleted	To be replaced by form No.
	Surgical Treatment Record	Deleted	
	Xray Department Requisition slip	Deleted	Will be replaced by a general form useful for all Departments
	Xray Department	Retained	Top - "Krishnarajendra and Mysore to be omitted
	Department of Pathology(report)	Retained	Top - "Krishnarajendra" and "Mysore" to be omitted
	Register of payments	Deleted	
	Film Stock Register	Deleted	

No. of Form.	Name of Form	Retained or not.	Any changes
	~~Chemical Stock Register~~	~~Deleted~~	
	~~Cash Payment Register~~	~~Deleted~~	~~Replaced by form No. 106~~
<u>MENTAL HOSPITAL</u>			
139.	Daily Ration Indent form	Retained	Top 'The Lunatic Asylum' to be replaced by 'Mental Hospital'. Top LA to be omitted. Bottom "Superintendent" to be replaced by "Medical Officer" and "Lunatic Asylum Mysore Govt" to be replaced by "Mental Hospital"
140.	Annual Return Forms "A"	Retained	No changes
141.	Statement 8	Retained	Top 'Lunatic Asylum' to be replaced by 'Mental Hospital' and M.H. to be inserted & Letter 'H' to be omitted. Figures in 2nd line 192 to be replaced by 193. Bottom "Lunatic Asylum" to be replaced by "Mental Hospital"
	Statement 7	Retained	Top 2nd line "into Mental Hospital" to be inserted between "Admitted" and "During" and the figure 2 to be altered as 3. Bottom 'Lunatic Asylum' to be replaced by 'Mental Hospital'.
	Statement 6	Retained	Top 2nd line "in Bangalore" to be omitted and the figure 2 to be altered as 3. Bottom 192 to be omitted.
	Statement 5	Retained	Top 2nd line "into Mental Hospital" to be inserted between "Admitted" & "During" and the figure 2 to be altered as 3. Bottom 'Lunatic Asylum' to be replaced by 'Mental Hospital'.
	Statement 4	Retained	Top L.A. to be replaced by M.H. 2nd line 'Lunatic Asylum' to be replaced by 'Mental Hospital' and the figure 2 to be altered as 3. Bottom 'Lunatic Asylum' to be replaced by 'Mental Hospital'.
	Statement 3	Retained	Top 2nd line "into the Mental Hospital" to be inserted between "admitted" & "During" and the figure 2 to be altered as 3.
	Statement 2	Retained	Top 2nd line "Bangalore Asylum" to be replaced by "Mental Hospital" & the figure 2 to be altered as 3. Bottom 'Lunatic Asylum' to be replaced by "Mental Hospital"

No. of Form.	Name of Form	Retained or not.	Any changes
	Statement 1	Retained	(Top 2nd line) "Bangalore Asylum" to be replaced by Mental Hospital & the figure 2 to be replaced by 3.. L.A. to be replaced by M.H. Bottom-"Lunatic Asylum & BangaloreLunatic Asylum" to be replaced by "Mental Hospital".
141.	Lunacy Certificate Forms	Retained	3rd line "matter" spelling to be corrected. Para 2 "day of" to be inserted after "on the" after leaving a small place & figures 193 to be inserted and figure 19 to be omitted and "at in" to be omitted. Para 3 (a) Facts indicating etc., to be written under para 3 & (3) "other facts (if any) etc., to be written ~~XXX~~ in place of(a) facts written."
~~142.~~	~~Servants Roll Call Book~~	~~Deleted~~	~~To be replaced by form 88.~~
143.	Remarks by the Official Visitors(Books)	Retained	Forms to be printed only on one side. Top-Lunatic Asylum to be replaced by "Mental Hospital" Natives to be replaced by "Indians" and also in column 6 the same correction is to be made.
144.	Diet Registers	Retained	Top L.A. to be omitted and figure 2 to be replaced by 3
145.	Cash Books	Retained	Top-Mysore Medical Department' to be inserted & the 6 columns to be opened :- Date, S.No., Particulars, Receipt, Expenditure, Remarks. In columns 4 & 5 an additional column of Rs. As. P. to be inserted. Top-"Cash Book of" to be inserted and a line to be drawn and "Hospital" to be inserted. No. 145 is to be inserted in the top left side (This is to be used for Victoria & Krishnarajendra-Hospitals etc.,)
146.	Observation Report Book	Retained	No changes
147.	Nominal Register	Retained	(Top) "Lunatic Asylum" to be replaced by "Mental Hospital". Col 14. 'Asylum' to be replaced by 'Mental Hospital' In col 16 'Lunatic Asylum' to be replaced by 'Mental Hospital' and also in col 19. the same change to be made.

No. of Form.	Name of form	Retained or not.	Any Changes
148.	Abstract Statement showing the number of lunatics of the C & M. Station.	Retained	Top-L.A. to be omitted & 2nd line "Mysore State Lunatic Asylum" to be replaced by "Mental Hospital M. G."
149.	Receipt Books	Retained	Form changed. To be used for all institutions
150.	Mental Case Sheet	Retained	Top L.A. to be replaced by M.H.
151.	Check Roll Books	Retained	No change
152.	Morning Report Books	Retained	Top figure 2 to be replaced by 3
153.	Lunacy Certificate Forms	Retained	No changes
154.	Bill Books	Retained	Top & Bottom "Lunatic Asylum" to be replaced by "Mental Hospital"
~~155.~~	~~Daily Statistics and Diet Registers~~	~~Deleted~~	
~~156.~~	~~Property Register~~	~~Deleted~~	~~to be replaced by form No. 97.~~
157.	Report upon Criminal Lunatics	Retained	Top-L.A. to be omitted. 2nd line "Lunatic Asylum" to be replaced by "Mental Hospital". & figures 193 to be inserted in the end of the same line.
158.	Lunacy Certificate forms general to be given by M.O. and Sub-ordinate.	Retained	No change
159.	<u>Extra</u> Summary of rules (English and Kanada)	Retained	To be combined into one phamplet (English & Kanada) of a suitable size
	Rules and Regulations for Visitors (English & Kanada)	Retained	
	~~Detailed bill of feeding charges of lunatics~~	~~Deleted~~	
	~~Weekly state of Lunatics~~	~~Deleted~~	
	Weight Chart	Retained	Chart to be reduced to size indicated. Colour omitted. For general use

No. of Form.	Name of Form	Retained or not.	Any Changes
<u>MINTO OPHTHALMIC HOSPITAL</u>			
~~159.~~	~~Inpatient Diet Sheets~~	~~Deleted~~	~~To be replaced by the General Diet Sheet Form No, 64.~~
160.	Cataract Operation Register	Retained	No changes except "Minto Ophthalmic" to be omitted
~~161.~~	~~New Outpatient Register~~	~~Deleted~~	
162.	New Inpatient Register	Deleted	To be replaced by special case sheets - <i>which will be submitted</i> ?
163.	History sheets of patients -do-		To be replaced by special case sheets - do -
164.	Prescription books for glasses		No changes
		Retained	
~~165.~~	~~Morning Report Forms~~		~~Same as form 9~~
~~166.~~	~~Lacrymal History Sheets~~	~~Deleted~~	
~~167.~~	~~Diary of House patients~~	~~Deleted~~	
<u>EXTRA</u>			
	~~Out Patient Tickets~~	~~Deleted~~	~~General Out Patient Ticket forms to be used form No. 65~~
	Fee Register of out Patients treated in the Minto Hospital for the month of	Retained	Top-"Minto Ophthalmic" to be omitted and the figure 2 to be replaced by 3 (to be used for all big hospitals) <i>This form may be used in place of form No. 119 which is deleted</i>
	Cash Receipt Book	Retained	Top-"Minto Ophthalmic" & M.O.H. to be omitted. In col 11 "O.P. Miscellaneous collections" to be inserted. In col 12 "Linen" to be inserted and "Daily Total" to be replaced by "Instruments" and Col 13 "Crocery" to be inserted and in next column "Amount" to be omitted and in last column of the Superintendent to be omitted (vide 106 V.H form to be used)
	~~Diet Book~~	~~Deleted~~	~~to be replaced by.....~~
	Register of valuable property lodged by Patients	Retained	Top left V.H. to be omitted and Minto Ophthalmic Bangalore to be omitted and in Column 2 "depositor" to be replaced by "Patient" <i>vide No 97.</i>

No. of Form.	Name of form	Retained or not.	Any Changes
<u>VANI VILAS HOSPITAL & OTHER MATERNITIES</u>			
168.	Cash Payment Register	Deleted	To be replaced by form No. 106
169.	Statement of recoveries of advances	Retained	With changes as per form attached to be used for all Hospitals.
170.	Maternity Case Sheets	Deleted	To be replaced by form No. 175 with changes in heading to make it suitable for all Hospitals.
171.	Nominal Register of inpatients	Deleted	To be replaced by form No. 100
172.	Nominal Register of Parturition cases	Retained	To be made universal
173.	Diet Register	Retained	
174.	Babies Chart	Retained	No changes
175.	History Sheets	Retained	Headings to be changed for use of all hospitals.
176.	Ante Natal Clinic Chart	Deleted	to be replaced by form <u>attached.</u> ?
177.	Annual return of Normal Cases	Retained	No change
178.	-do- Abortion cases	Retained	No change
179.	-do- Abnormal cases	Retained	No changes
180.	-do- obstructed cases	Retained	No changes
181.	-do- Complex Cases	Retained	No changes
	<u>Extra Pre Natal Department</u>	Retained	To replace form No. 176 ?
<u>P. K. T. SANITORIUM MYSORE</u>			
182 (a)	Scheme of Physical Treatment	Retained	No change
182 (b)	General Rules for Patients	Retained	No change
183.	Intimation Card	Retained	No Change
184.	Hekotherapy Card	Retained	No change

ND. of Form	Name of form.	Retained or not.	Any Changes
185.	Contacts Slips	Retained	No change
186.	Application for Admission	Retained	No change
187.	Out Patient Slip	Retained	No change
188.	History Sheets	Retained	No change
189.	Temperature Chart Special	Retained	No change
<u>OTHER FORMS</u>			
190.	Monthly return of Sowar and Barr forces	Deleted	~~NO CHANGE~~ ~~NO CHANGE~~
191.	Annual Return of Sowar and Barr Forces	Retained	No change
192 .	Monthly return of Sick prisoners	Retained	To be printed by Prison Department ?
193.	Annual Return of Sick prisoners	Retained	To be printed by the Prison Department ?
194. <u>Extra</u>	House Rent Form	Retained	3rd line. Figure 2 to be replaced by 3 and in bottom also Figure 2 to be altered as 3. And "Hospital Assistant L.F. Dispensary" to be replaced by "Medical Officer"
	Instruments returned forms	Deleted	
	Record of Temperature, Pulse Respiration, Medicine, Food etc.,	Deleted	~~To be replaced by form No. 96~~
	Accident Register	Retained	No change
	~~Maternity Gynaec Deptt~~	~~Deleted~~	~~To be replaced by form no. 64~~
	Krishnarajendra Hospital Ophthalmic Dn Forms	Retained wit	With small changes
	~~K.R. Hospital Morning Report~~	~~Deleted~~	~~To be replaced by form No. 99~~

No. of Form.	Name of Form.	Retained or not.	Any Changes
<u>MEDICAL STORES.</u>			
194.	Jatra Scale List	Retained	No change
195.	Packing note	Retained	With changes marked
196.	Stock Book of Instruments, ruled, and pages ~~numbered~~ , of 500 pages	Retained	Top - "Medical Stores M. G., Bangalore" to be inserted. "Bedding & Clothing" and "Furniture", "Stationery Articles" and "Midwifery Articles" to be inserted in first line i.e, after "Instruments". "Total" & "B.F." to be inserted under the second line. Bottom - "Total" and "C.O." to be inserted.
197 198	Stock Book of Medicines	Retained	Top - 1st line "or Country" to be introduced between "Europe" and "Medicines". (2) The pages must be numbered. (3) Lb, Oz, Drs and Grs to be introduced in columns 4, 5 & 6. "Name of articles" to be inserted in column 3. "Total" "B.F." to be inserted underneath Column 3. "Total" "C.O." to be inserted in the bottom
~~199.~~	~~Stock Book of Bedding & Clothing~~	~~Deleted~~	~~To be replaced by form No. 197~~
200.	Counterfoil book of contents of new instrument cases supplied	Retained	No change
201.	Invoice Books	Retained	No change. Books to be not perforated and forms in triplicate.
202.	Lable books of Medicines & Poison Slips	Retained	
203.	Address slips of Sub Asst Surgeons	Retained	
204.	Address slips of Dist Medical Officers	Retained	
205.	Address slips of Veterinary Inspectors	Retained	
206. (a)	Bill forms ~~XXXX~~ large	Retained	
(b)	Bill forms large	retained	
207.	Bill forms small	Retained	

No / of Form.	Name of Form.	Retained or not.	Any Changes
208.	Gate Pass Book	Retained	(Counterfoil) Under "No." "Address of the Consignee" to be inserted "On" to be inserted after "pass" after leaving a little space. Bottom - "How sent" to be inserted and "per" to be introduced after leaving a small space and ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ "Parcel Ry" to be inserted in the end of that line. (Original) Top- "Medical Stores M.G. Bangalore" to be inserted and "No" to be inserted under figure 175 and date to be inserted in the end of the same line.
~~209.~~	~~Cash Receipt Book~~	~~Deleted~~	~~to be replaced by form No. 149~~
210.	Receipt book of instruments etc., returned to Stores	Retained	In duplicate books
211.	Cash Book of Medical Store	Retained	
212.	Register of indents received & disposed off.	Retained	As per modifications
213.	Docket forms, Medical Stores, Large.	Deleted	To be replaced by dockets to be got printed by contingent expense.
214.	Docket forms, Medical Stores, Small	Deleted	To be got printed out of contingencies
215.	Railway Receipts forwarding dockets (2 kinds)	Retained	
216.	Reminder forms	Retained	"Reference" to be inserted in the 2nd line and 2 big dashes to be drawn above reference column.
~~217.~~	~~Docket forms returning unservicable articles~~	~~Deleted~~	
218. (a)	Contents of Medicine chest	Retained	Top- "to the General Superintendent, Sivasamudram" to be omitted..
(b)	-do-	Retained	
~~219.~~	~~Stock Examination Book of instruments etc., 3 kinds~~	~~Deleted~~	

No. of Form.	Name of Form	Retained or not	Any Changes
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220.	Stock Book of Instruments of other Hospitals and Dispensaries	Deleted	To be replaced by M.S. Copies suitable to each institution ?
221.	Register showing the receipt of unservicable articles etc., remained and disposed off	Retained	
222.	~~Register of Repairable articles~~	~~Deleted~~	
223.	Register of bills received from outside and disposed off.	Deleted	To be replaced by registers as per form No. 224 (a) & (b)
224.	~~Register of bills sent out of Stores~~	~~Deleted~~	
225.	~~C.R.B. Return forms "C" Statement~~	~~Deleted~~	
226.	"From" & "To" Registers for supplying to L. F. Dispensaries.	Retained	
<u>EXTRA</u>	~~Home Indent for Europe Medicines~~	~~Deleted~~	
	Memorandum forms	Retained	
	Register of detailed cost incurred on drugs etc.,	Retained	
	~~Intimation of Journal Forms~~	~~Deleted~~	
	Docket forms Small	Retained	
	Docket forms big	Retained	
	Labels of different medicines	Retained	

SENIOR SURGEON'S OFFICE

227.	Letter forms of Senior Surgeon	Deleted	They may be got printed out of office contingencies
228.	Docket Forms of Senior Surgeon (big & small)	Deleted	

No. of Form.	Name of Form	Retained or not.	Any Changes
229.	Circular forms of Journals	Retained	As per modifications
230.	~~Annual return forms of B.G.H.~~	~~Deleted~~	~~To be replaced by form No. 61 B.G.H.~~
231.	~~Reminder forms~~	~~Deleted~~	
232.	T. A. Register	Retained	

Extra

Departmental Order of Removal and Postings	Retained	To be printed breadthwise to afford more space
~~Application for leave~~	~~Deleted~~	
Set of Labels for Stores	Retained	
~~District Medical & Sanitary Officer's reminder forms~~	~~Deleted~~	
Breakages Report	Retained	

No. of Form.	Name of Form.	Retained or Not.	Any changes.
59.	Concise Report Forms.	Retained.	A separate column is to be made as "Caste and place of birth" and in the 3rd column "or description" is to be scored off and in the 2nd column "Passes Sub Assistant Surgeon" is to be written and the rest is to be scored off till 5th line & "3rd Class" to be omitted and "Senior Grade Sub Assistant Surgeon" is to be written and in the 3rd column "period in the Medical College" to be scored off and "Years & Months" written in that place, and to omit the "Years and Months" written below. In column 6 "Special Professional attainments, if any, while at Medical School" is to be written and the whole thing written in that column is to be omitted In bottom "Medical Officer" is to be written and "Surgeon" to be scored off.
60.	Register of Contingent Charges to be used only in L.F. Dispensaries.	Retained.	No changes except a few verbal marked.
61.	Annual Return Forms A.B.C i, C.ii, D i, D ii, E, F.G.H. <i>D</i>	Retained.	Statement A. In Column 1 (b) "Mental Hospital, Leper Hospital and Epidemic" is to be written instead of "Luna-tic and Leper Asylum and Infections" Military is to be written in place of "Sowar" "Sivasamudram, Marikanve, Soldevanhalli" is to be omitted and in No.V in the Barr Column "S" to be written instead of "r". Statement B. First line end figure 2 to be replaced by 3. Statement C i. Column 7 page 2(Kala) Azar" to be replaced by Ankylo- Stomiasis. Statement Cii. Column 7 Kala Azar to be replaced by Ankylo Stomiasis & Column 35 Appendicitis spelling to be corrected. Statement Di. Page 3 Col. 9 Kala Azar to be replaced by Ankylo Stomiasis. Statement ~~DD~~ E Page 7 Col. 60 & 61 Major, Minor, Total treated details to be scored off.

No. of Form.	Name of Form.	Retained or Not.	Any changes.
			Statement F. Top 2nd line figure 2 to be replaced by 3 Col.3 (Europeans) and Anglo Indians to be added.
62	Appendix X	Retained.	Bottom - "Medical Officer" is to be written and the "President etc., is to be scored off.
	Appendix XIII.	Retained.	Top first line "District" to be written under "Municipal" and "The several Municipalities" to be scored off in the first line Col.5 Total to be omitted Midwife to be written Col.6 "Or Women" to be added Col.7 "Ward Man" etc., to be scored off and "Dispensary Attend -ant" to be written. Columns 8 and 9 to be omitted Col. 2 the whole thing is to be scored off.
	Appendix XIV.	Retained.	1st line "District Board" to be written under "Municipal Funds and in Column 17 "Anglo Indians" to be added.
64.	Diet sheet of Inpatients.	Retained.	
65.	Out Patients Tickets.	Retained.	As per alterations an to be used in all installations and for all sections of work.
66.	Inspection Report Form "A"	Retained.	1st page col.6. 2nd line "permit" to be omitted page 8 Column 78, 1 & 2 to be scored off.
67	Inspection Report Form "B"	Retained.	No changes.
68	Post Mortem Report Forms.	Retained.	No changes—picture-page to be added.
70.	Attendance Register.	Retained	No Changes.
71.	Physical Fitness Certifi- cate Book.	Retained.	in Column 2 "within one week prior to the date of this certifi- cate" is to be added after "Vaccination" and "Since he attain- ed etc., to be omitted. Name to be changed to Physical Fitness Certificate.

No. of Form.	Name of Form.	Retained or Not.	Any changes.
72.	Medical Certificate of Invalids.	Retained.	No changes.
73.	Police Certificate books in Criminal cases.	Revised.	A new form as per sample to be got printed in books.
75	Out Patients Registers pages ruled	Retained.	Omit fees and remarks columns. Widen yearly and Daily number columns.
77.	Indent Books on contractor	Retained.	No changes.
78.	Receipt Book - do -	Retained.	No changes.
79.	Acquittance Roll Book of L.F. Dispensaries.	Retained.	No changes.
80.	Acquittance roll book of big Hospitals and Medical Institutions.	Retained.	No changes.
81.	Prescription Book Cut.	Retained.	No changes.
82.	Prescription Books uncut.	Retained.	No changes.
83.	Annual Medical Indent Books Part I for Europe Medicines and Instruments.	Retained.	1st page in Col.(B) to be omitted and C to be made as B. page 13 Nos. 31 and 49 to be scored off No. 41 Chamberlains the spelling is corrected. Page 14 No. 60 to be omitted. Page 15 Nos. 72 73 and 81 to be omitted. Page 17 Nos. 1 & 2 to be scored off and also No. 5 to be scored off. In No. 4 Squire&s Companion to be added.

No of Form.	Name of Form.	Retained or Not.	Any changes.
84.	Annual Medical Indent Book Part II for Country Medicines and Stationery Articles etc..	Retained.	1st page "Charges" to be added "Transit" and Page 3 top Second line Average Daily Sick O.P. to be writ written in column 14. Aqua Phychosis, bottle to be added in page 5. No 3 "Brass or Iron" to be added. In columns 15 to 23 No. to be written in the end. In page 6 "Ink and Pencil Eraser I.R" to be written instead of "I.R.Pieces". In page 7 columns 42 and 45 "Nov.to be w written. In page 8 Tape Measure and Irrigator Zinc" to be written after 57th Column.
85.	Extra Indent Forms.	Retained.	Top - Mysore Medical Department to be written. First line - the undermentioned to be omitted. "During the year" to be added in the 2nd line and figure 2 to be altered as 3 1st column of printed annual indent to beomitted. 2nd column n the spelling of medicines to be written correctly and in column 3 "Remaining on hand" instead of "Remained on".
86.	Yearly Return of Surgical Instruments.	Retained.	No changes.
87.	Leave certificate books of 100 pages each.	Retained.	Mysore Medical Department is to be inserted at the top and Hospital Bangalore to be scored off and 2 lines to be drawn below that and in the end of 2nd line figure 193 to be inserted. "No." to be inserted in the top left side and the "No." after leave certificate to beom omitted. "Surgeon" to be replaced by "Medical Officer" in the bottom.
88.	Duty & Roster of 1 quire each.	Retained.	To be reduced to the Foolscap size. Spaces of columns to be narrowed slightly and the columns Nos.2 (name) and last (remarks) to be proportionately narrowed. To be well bound. To be in 1 quire capacity.
89	Poor Fund account of 2 qrs. each.	Retained.	Top - First line "Minto Ophthalmic" to be scored off and in column 7 (Superintendent) to be replaced by "Medical Officer

No. of Form	Name of Form.	Retained or Not.	Any changes.
90.	Stock book of 3 quires each.	Retained.	"Mysore Medical Department" to be inserted in the top "Victoria Hospital Bangalore" is to be omitted. Column 3, 4, and 5 to be unruled and column 6 "Signature" to be replaced by "Cost" and under that is .As. P. (3 columns to be inserted and ruled) Last column "Signa- ture" to be inserted.
91.	Daily Statistics of out patients treated (of 24 pages each).	Retained.	Top V.H. to be omitted. Column 3 (Europeans) and Anglo Indians to be inserted and the next column to be scored off and in Column 9 (operations) Major and Minor to be omitted.
92.	Case Sheets. ~~xxxx~~ Surgical.	Retained.	Mysore Medical Department to be inserted in the top. and Victoria Hospital to be scored off. To be used in all institutions.
93.	Case sheets ~~Medical~~ .	Retained.	Same as above.
95.	Special Temperature Charts.	Retained.	Top - "Victoria Bangalore Special" to be omitted V.H. to be omitted and top line 2 & 3 address and case book No. to be scored off and also occupation to be scored off and column "Day of month, Day of Disease time" to be completely omitted till "Abnormalities". Left column "Abnormalities" to be replaced by "Albumin Sugar and Blood Tests and sputum Two columns to be inserted.
96.	Bed Side report forms.	Retained.	Column 3 "Pulse" spelling to be corrected and top ~~xxxxxxDayxx~~ "Day Night" (one side "Day" to be scored off and the other side "Night" to be scored off).
97.	Register of valuable property lodged by patients.	Retained.	"Minto Ophthalmic" to be omitted "Patient" in column
	Census Sheets.	Retained.	Top - "Victoria Bangalore" to be scored off and in 1 column "Name of Ward" to be inserted and the space to be blankxxx scoring off all particulars contained

No. of Form	Name of Form.	Retained or Not.	Any changes.
			therein and the figures 2 in top and bottom to be replaced by 3 and the "Sub Assistant Surgeon on Duty" in bottom to be replaced by "Medical Officer on duty" and 2 lines in centre to be omitted.
99.	Morning Report Forms.	Retained.	Top - "V.H & Victoria Bangalore" to be scored off and submitted to the Medical Officer" to be inserted in top line 3 ~~From~~ (From) to line 5 up to that to be scored off and in Column 5 "and Servants" to be added between "Nurses" and "were" Col. 9 and 12 to be scored off. Bottom - "I have etc." to be completely omitted and "Medical Officer" to be inserted. In overleaf col. 2, 4 and 6 (Natives) to be replaced by "Indians"
100.	Inpatient Nominal Registers of 2 quires each.	Retained.	Column 4 "Permanent" to be added and columns 5, 6, 7 & 8 to be replaced by "Local Address" "Caste" "Age" and "Sex" respectively. Column 14 to be scored off and column 16 (page of Journal to be omitted) Income Col. to be introduced.
101.	Discharge Certificate Book of 100 pages each.	Retained.	Admission" to be inserted above "Discharge" and a line to be ~~replaced~~ drawn and "is under treatment" to be inserted in line 4 and "has this day been" to be replaced by "was" and "on" to be added to "Discharge" Bottom - "Surgeon in charge" to be replaced by "Medical Officer".
103.	~~Major Operation Register of~~ ~~Expenditure of perishable articles.~~ Register of expenditure of perishable articles.	Retained.	Top - "Victoria Bangalore" to be scored off. In line 2 figure 2 to be altered as 3.
104.	Major Operation Register of 3 quires each.		Top - "Victoria ~~Hospital~~ " Bangalore to be omitted and 2nd line "Major" to be omitted.

No. of Form	Name of Form.	Retained or Not.	Any changes.
105.	Cash Register of 2 quires each	Retained for use in all Institutions.	Top - "Victoria Hospital" is to be scored off. In Column 2 (Particulars) Balance, Receipt, Total and Payments to be inserted respectively. Column 4 "Hospital Necessaries" to be replaced by "O.P. Miscellaneous Collections" and "Country Medicines" to be replaced as "Linen" & "Europe Medicines" to be replaced as "Imprest" and column "Total" to be replaced by "Instruments" and next column "Daily Total" and last but one column "Amount" to be omitted. Last column of the Resident Medical Officer" is to be scored off.
108.	Requisition to Railway Authorities to issue tickets to patients for Antirabic treatment of 10 pages.	Retained.	Top - "Madras & Southern Mahratta Railway Company" to be replaced by "Mysore and M.S.M Ry. Co.," (on both counterfoil and original) and in counterfoil (bottom) "Coonoor" to be omitted (original) Coonoovia" to be omitted and next line "to the Pasteur Institute Coonoor" to be replaced by "for anti-rabic treatment".
110.	Register of Extras.	Retained.	No changes.
111.	Daily Statistics of inpatients.	Retained.	Top - "V.H. to be scored off. In column 2 (Europeans) & Anglo Indians to be added and next column "Eurasians" to be omitted.
112.	Statistics of Disease of inpatients.	Retained.	(Top) V.H. to be scored off. line 1 "the month of" to be added after the word "for" and the figure 193 to be inserted in the end of the same line and column 5 Kala-Azar to be replaced by Ankylo Stomiasis.

No. of Form.	Name of Form.	Retained - or Not.	Any changes.
114.	Linen Books.	Retained.	(Top) Mysore Medical Department to be inserted and V.H. & Victoria Bangalore to be scored off and in column 20 "Gingam" to be omitted and next column to be omitted. Column (25) Blue and next column to be omitted. Column (30) Drill and next col. to be omitted. Column "Do Dinner" to be replaced by "Servitts" Column (36) Bleached and next 2 columns to be omitted and columns 54, 56 58 and 59 to be scored off. Column 55 "Check boys" to be omitted. Column (57) Do to be replaced by "Coats" & Trousers to be inserted in the next column. "Coats Surgeons" to be inserted in the last column. * Col. 43, 44, 45, 46 to be omitted. Col. 51 "Do Europeans" to be replaced by "Face" and the next Col to be omitted.
115.	Indent book for antirabic vaccine	Retained	No changes.
117.	Register of fees collected from Inpatients and Xray Photo charges	Retained.	Initials of officers to be added.
118.	Register of maintenance charges paid to indigent persons under going Antirabic treatment.	Retained.	No changes.
121.	Statistics of Diseases of outpatients.	Retained.	Column 2 (Total) treated, spelling to be corrected. Column 9 (Europeans) & Anglo Indians to be added and next Col. "Eurasians" to be omitted and last but one column (operations) Major and Minor to be omitted. "Medical Officer in charge" is to be inserted in the bottom.
123.	Labels of mixture bottles of Inpatients.	Retained.	Top - "Victoria Bangalore" to be omitted.
127.	Victoria Pass. <i>Visited</i>	Retained.	Top - "Visitors Pass" is to be inserted & V.H. to be omitted and 2nd Para "Victoria & Bangalore, to be omitted & para 3 (Staywith) a line to be drawn under "and bring food for" to be inserted.

No. of Form.	Name of Form.	Retained or Not.	Any changes.
<i>And Bangalore Hospital</i>			
135.	Examination sheet of E.N.T. Department.	Retained.	For use of Inpatients and special Out patients in all Hospitals for E.N.T. Cases.
<u>Extra.</u>			
	Ray Department	Retained.	Top "Krishnarajendra and Mysore to be omitted.
	Department of Pathology (report)	Retained.	Top - "Krishnarajendra" and "Mysore" to be omitted.
<u>Mental Hospital.</u>			
139.	Daily Ration Indent form	Retained.	Top - "The Lunatic Asylum" to be replaced by "Mental Hospital" Top L.A. to be omitted. Bottom "Superintendent to be replaced by "Medical Officer and "Lunatic Asylum Mysore Government" to be replaced by "Mental Hospital".
140.	Annual Return Forms "A"	Retained.	No changes.
	Statement 8	Retained.	Top - Lunatic Asylum to be replaced by "Mental Hospital" ~~Top xxxxxxxx and M.H. to be inserted~~ and Letter "H" to be omitted. Figures in 2nd line 192 to be replaced by 193 Bottom "Lunatic Asylum" to be replaced by "Mental Hospital.
	Statement 7	Retained.	Top 2nd line "into Mental Hospital" to be inserted between "Admitted" and "During" and the figure 2 to be altered as 3. Bottom Lunatic Asylum to be replaced by "Mental Hospital
	Statement 6.	Retained.	Top 2nd line "In Bangalore" to be omitted and the figure 2 to be altered as 3 Bottom 192 to be omitted.
	Statement 5	Retained.	Top 2nd line "into Mental Hospital" to be inserted between "Admitted" & "During" and the figure 2 to be altered as 3 Bottom Lunatic Asylum to be replaced by "Mental Hospital".

No. of Form.	Name of Form.	Retained or Not.	Any changes.
	Statement 4	Retained.	Top L.A. to be replaced by M.H. 2nd line Lunatic Asylum to be replaced by "Mental Hospital" and the figure 2 to be altered as 3 Bottom Lunatic Asylum to be replaced by "Mental Hospital".
	Statement 3.	Retained.	Top - 2nd line "into the Mental Hospital" to be inserted between "admitted" and "During" and the figure 2 to be altered as 3.
	Statement 2.	Retained.	Top - 2nd line "Bangalore Asylum" to be replaced by "Mental Hospital" and the figure 2 to be altered as 3 Bottom Lunatic Asylum to be replaced by "Mental Hospital".
	Statement.1.	Retained.	(Top 2nd line) "Bangalore Asylum" to be replaced by Mental Hospital and the figure 2 to be replaced by 3. L.A. to be replaced by M.H. Bottom-"Lunatic Asylum & Bangalore "Lunatic Asylum" to be replaced by "Mental Hospital".
141.	Lunacy Certificate Forms.	Retained.	3rd line "Matter" spelling to be corrected. para 2 "day of to be inserted after "on the" after leaving a small place & figures 193 to be inserted and figure 19 to be omitted and "at in" to be omitted. Para 3 (a) Facts indicating etc., to be written under para 3 & (3) "other facts" (if any) etc., to be written in place of (a) facts written.
143.	Remarks by the official visitors (Book)	Retained.	~~xxx kxxx~~ Forms to be printed only on one side. Top Lunatic Asylum to be replaced by "Mental Hospital" Natives to be replaced by "Indians" and also in column 6 the same correction is to be made.
144.	Diet Registers. ~~xxxxxx~~	Retained.	Top L.A. to be omitted and figure 2 to be replaced by 3.

No. of Form.	Name of Form.	Retained or Not.	Any changes.
145	Cash Books.	Retained.	Top - Mysore Medical Department" to be inserted & the 6 columns to be opened; Date S.No. Particulars, receipt, Expenditure, Remarks. In Columns 4 & 5 an additional column of Rs. as. p. to be inserted. Top - "Cash Book of" to be inserted and a line to be drawn and "Hospital" to be inserted. No.145 is to be inserted in the top left side (This is to be used for Victoria and Krishnarajendra Hospitals etc..).
146	Observation Report Book	Retained.	No changes.
147.	Nominal Register.	Retained.	(Top) "Lunatic Asylum" to be replaced by "Mental Hospital" Col. 14 Asylum to be replaced by "Mental Hospital" In col 16 Lunatic Asylum to be replaced by "Mental Hospital" and also col. 19 the same change to be made.
148.	Abstract statement showing the number of lunation of the C & M Station.	Retained.	Top - L.A. to be omitted & 2nd line Mysore State Luantic Asylum" to be replaced by "Mental Hospital" M.G."
149	Receipt Books.	Retained.	Form changed. To be used for all institutions.
150.	Mental case sheet.	Retained.	Top L.A. to be replaced by M.H.
151	Check Roll Books.	Retained.	No change.
152	Morning Report Books	Retained	Top figures 2 to be replaced by 3.
153	Lunacy certificate form.	Retained.	No changes.
154	Bill Books.	Retained	Top & Bottom "Luantic Asylum" to be replaced by "Mental Hospital".
157.	Report upon Criminal Lunatics.	Retained.	Top - L.A. to be omitted 2nd line "Lunatic Asylum" to be replaced by "Mental Hospital" & figures 193 to be inserted in the end of the same line.

Sl. No.	Name of Form.	Retained or Not	Any changes.
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158.	Lunacy certificate forms general to be given by M.O. and subordinate.	Retained.	No change.
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Extra. Summary of rules (English and Kannada)

Rules and Regulations for Visitors (English & Kannada)

Retained.

To be combined into one phamplet (English and Kannda) of a suitable size.

Weight ~~exargex~~ chart.

Retained.

Chart to be reduced to size indicated Colour omitted. for general use.

Minto Ophthalmic Hospital.

160. Cataract Operation Register.

Retained.

No changes except "Minto Ophatlmic " to be omitted.

162. New ~~Impatient~~ Register.

Deleted.

To be replaced by special case sheets which will be submitted.

163. History sheets of patients

do

To be replaced by special cases sheets do

164. Prescription books for glasses

Retained

No changes.

Extra.

Fee Register of out patients.
for the month -

Retained.

Cash Receipt Book.

Retained.

Top - "Minto Ophthalmic" to be omitted and the figure 2 to be replaced by 3 (to be used for all big hospita
Top "Minto Ophthalmic" & "M.O.H." to be omitted. is
In col. 11 "O.P. Miscellaneous collections" to be
inserted. In col. 12 "Lines" to be inserted and "Daily
Total" to be replaced by "Instruments" and Col.13
"Crokery" to be inserted and in next column "Amount" to
be omitted and in last column of the "Superintendent"
to be omitted (vide 106 V.H. form to be used).

Sl. No.	Name of Form.	Retained or Not	Any changes.
	Register of vaultable property Lodged by Patients.	Retained.	Top left V.H. to be omitted and Minto Ophthalmic Bangalore" to be omitted and in column 2 "Depositor" to be replaced by "Patient" vide 97.
<u>Vani Vilas Hospital & other Maternities:</u>			
169	Statement or recoveries of advances.	Retained.	With changes as per form attached to be used for all Hospitals.
172.	Nominal Register of Parturition cases.	Retained.	To be made universal.
173	Diet Register.	Retained.	
174	Babies Chart.	Retained	No changes.
175.	History Sheets.	Retained	Headings to be changed for use of all hospitals.
176.	Ante Natal Clinic Chart.	Deleted.	To be replaced by form attached.
177	Annual return of Normal Cases.	Retained.	No change.
178	do Abortion cases	Retained	No change.
179	do Abnormal cases	Retained.	No changes.
180.	do Obstructed cases.	Retained.	No changes.
181.	do Complex cases	Retained	No changes.
	Extra. Pre Natal Department.	Retained	To replace form No.176.

Sl. No.	Name of Form.	Retained or Not	Any changes.
----- P.K.T. Sanitorium Mysore. -----			
182.(a)	Scheme of Physical Treatment.	Retained.	No change.
	(b) General Rules for Patients.	Retained.	No change.
183.	Intimation card.	Retained.	No change.
184	Hekotherapy Card.	Retained	No change.
185.	Contacts Slips.	Retained.	No change.
186.	Application for Admission.	Retained	No change.
187.	Out Patient Slip	Retained.	No change.
188.	History Sheets.	Retained.	No change.
189	Temperature Chart Special.	Retained	No change.
	Other Forms.		
191.	Annual Return of Sower and Barr Forces.	Retained.	No change.
192	Monthly return of sick prisoners	Retained.	To be printed by Prison Department.
193	Annual Return of sick prisoners.	Retained.	To be printed by Prison Department.
Extra	- House Rent form	retained.	3rd line Figure 2 to be replaced by 3 and in bottom also figures 2 to be altered as 3 And Hospital Asst. L.F. Dispensary" to be replaced by "Medical Officer".
	Instruments returned forms.	Deleted.	No change.
	Accident Register.	Retained.	No change.
	Krishnarajendra Hospital Ophthalmic Division Forms.	Retained	With small changes.

Sd.No. of Form.	Name of Form.	Retained, or Not.	Any changes.
<u>Medical Stores.</u>			
194	Jatra Scale List.	Retained.	No change.
195	Packing note.	Retained.	With changes marked.
196	Stock Book of Instruments, ruled, and pages numbered, of 500 pages.	Retained.	Top - "Medical Stores M.G. Bangalore" to be insert ed. "Bedding & Clothing" and "Furniture" "Stationary Articles" and Midwifery Articles" to be inserted in first line ie. after "Instruments" "Total" and "B.F" to be inserted under the second line. Bottom - "Total and "C.O." to be inserted.
197 198	Stock Book of Medicines.	Retained.	Top - 1st line "or Country" to be introduced ~~betw~~ between ~~EM~~ "Europe" and "Medicines" (2) the pages must be numberd. (3) Lb.Oz.Drs. and Grs. to be introduced in columns 4, 5 & 6 "Name of Articles" to be inserted in cl. 3 "Total" "B.F" to be inserted underneath column 3. "Total" "C.O" to be inserted in the bottom.
200.	Counterfoil book of contents of new instrument cases supplied.	Retained.	No change.
201.	Invoice Books	Retained.	No change Books to be not perforated and forms in triplicate.
202.	Lable books of Medicines & Poison Slips	Retained.	
203	Address slips of Sub Assistant Surgeons	Retained.	
204-	Address slips of Dist. Medical Officers.	Retained.	
205.	Address slips of Veterinary Inspectors.	Retained.	

Sl. No. of Form.	Name of Form.	Retained, or Not.	any changes.
206 (a) (b)	Bill forms large. Bill forms large	Retained. Retained.	1 para "Rs" to be inserted in the end of that line. Confidential/
207	Bill forms small.	Retained.	top - Medical Stores M. S. Bangalore to be inserted and
208	Gate Pass Book.	Retained.	"No" to be inserted under figure 175 and date to be inserted in the end of the same line.
210	Receipt book of instruments etc., returned to Stores	Retained	(Counterfoil) Under "No" "Address of the consignee" to be inserted "On" to be inserted after "pass" after leaving a little space. Figure 3 to be inserted after on, etc., leaving a little space.
212.	Register of indents received and disposed off.	Retained	In duplicate. Books.
215.	Railway Receipts forwarding dockets (2 kinds)	Retained.	As per modifications.
216	Reminder forms.	Retained	"Reference" to be inserted in the 2nd line and and 2 big dashes to be drawn above reference column.
218.(a)	Contents of Medicine Chest	Retained.	Top - "to the General Superintendent, Sivasamudram" to be omitted.
(b)	do do	Retained	Top - ~~xxxxxx~~
221	Register showing the receipt of unserviceable articles etc remained and disposed off	Retained.	
223.	Register of bills received from outside and disposed off.	Deleted.	To be replaced by registers as per form No. 224 (a) & (b).
226.	"From" & "To" Registers for supplying to L.F. Dispensaries.	Retained.	

No. of Form.	Name of Form.	Retained, or Not.	Any changes.
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Extra.

Memorandum forms.	Retained.	
Register of detailed cost incurred on drugs etc.,	Retained.	
Docket forms small.	Retained.	
Docket forms big.	Retained.	
Tables of different medicines	Retained.	

Senior Surgeons Office.

229	Circular forms of Journals.	Retained	As per modifications.
232	T. A. Register.	Retained.	

Extra.

Departmental Order of Removal and Postings.	Retained	To be printed breadthwise to afford more space.
Set of tables for Stores.	Retained.	
Breakages Report.	Retained.	

DeVere Allen
For General Secy to Govt
AS

incorporating the recommendations
made by the Committee constituted
by him for the standardisation
of the forms now being used
in the Medical Dept.

order ~~W.P.~~ 6045-6/11/26/1/32

The Senior Surgeon states
that the suggestions made by
the Committee have also been

Enc 1 Statement of
and Packet.

accepted with slight verbal alterations
and minor modifications, by the
Medical Officers in charge of the major
Hospitals in Mysore and Bangalore and
that the Committee have also agreed to the

changes proposed by them. They have also
suggested the introduction of a new form
for Ophthalmic Sections etc including the
one relating to the Confidential Report on
the work of the gazetted Medical Officers.

List of Enclosure.

The Senior Surgeon recommends that the proposals
of the Committee may be approved and that the
new forms introduced as soon as the stock of the
existing forms is exhausted.

The recommendations of the

Senior Surgeon are approved. The statement
showing the changes proposed in and additions
to the existing forms approved for use, is appended

Copied by

Examined by

29
7/1/32

~~W.P. 6045-6/11/26/1/32~~
The Senior Surgeon in Mysore
Report Colt Stationery

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

Read:—

Para 17 of the Government Order No. G.14823-80/P&S 66-29-2 dated 27th June 1930 passing orders on the recommendations made by the Press Committee and calling for a report from the Superintendent, Government Printing, regarding standardisation of forms by such Departments as had not yet standardised them.

2. Correspondence ending with letter No. G.1181-18 dated 11th November 1931 from the Senior Surgeon in Mysore forwarding for sanction a statement embodying the recommendations made by the Committee constituted by him for the standardisation of the forms now used in the Medical Department.

Order No. *G. 6045-6 / Med. 93-31-2 / Enc. 1 Statement*
Dated, Bangalore, ^{26th} ~~27th~~ January 1932. *1 packet*

The Senior Surgeon stated that the suggestions made by the Committee have been accepted with slight verbal alterations and minor modifications, by the Medical Officers in charge of the Major Hospitals in Mysore and Bangalore and that the Committee have also agreed to the changes proposed by them. They have also suggested the introduction of 4 new forms for Ophthalmic Sections etc., including the one relating to the confidential report on the work of the Gazetted Medical Officers. The Senior Surgeon recommends that the ~~xxxxx~~ proposal of the Committee may be approved and that the new forms introduced as soon as the stock of the existing forms is exhausted.

The recommendations of the Senior Surgeon are approved. A statement showing the changes proposed in and additions to, the existing forms approved for use is approved *approved*

To

For draft
The Senior Surgeon in Mysore.
The Superintendent, Government Stationery.

General Secretary to Government.